

**ATTACHMENT 5  
ACCESS REQUEST**

**must be on company letterhead**

**Internal Revenue Service**

Attn: Charisse Jackson, Contracting Officer  
Office of Field Procurement Operations - SE Area  
2888 Woodcock Blvd, Ste 300, Stop 80-N  
Atlanta, GA 30341

Dear Ms. Jackson:

The following employee(s) and sub-contractors will be visiting the IRS, Memphis Service Center and will need authorized access to your facility. Our company attests to the character and integrity of there employee(s) and it's sub-contractors. We will be responsible and liable for any consequences of our employees and sub-contractors actions while on government property.

Contractors Employees Names

Sub-Contractors Names

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Company Official  
Name & Title